

Core Skills

Editing frame

Content and alignment

Finding and correcting mistakes in your own work, and seeing new ways to improve your writing and layout, are essential skills. Yet many learners come to rely on others to do this and show little awareness of their own ability to edit their own work effectively. However, simply expecting learners to edit their own work without instructional feedback can leave them overwhelmed with the task. The editing sheet in this resource is designed to transition learners into becoming independent editors of their own work.

Intent

This resource is designed to support the learner to become an independent editor and reviser of their own work. The form below is designed to provide feedback to the learner about their CV, informing the learner of the number and type of corrections required but not where in the document the corrections are to be made.

Use of the resource

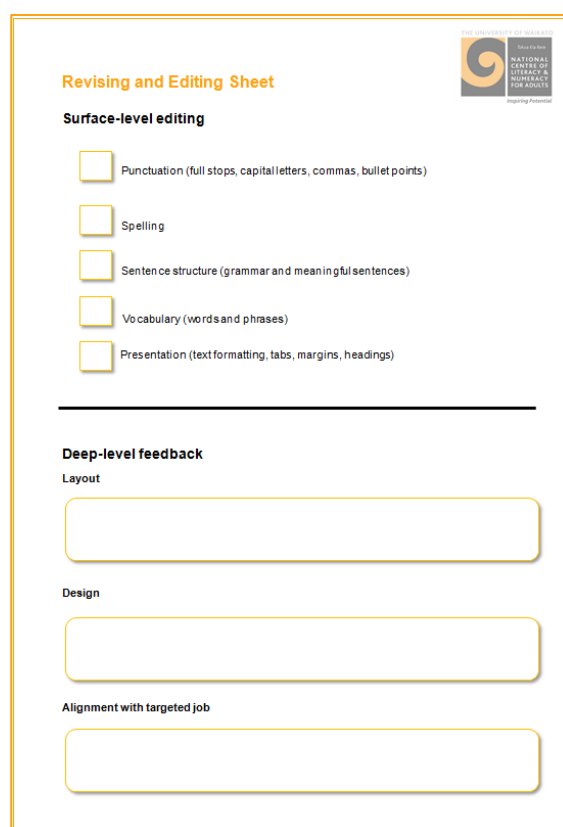
Section 1: Surface-level editing

When a learner submits a CV for review, rather than working through the CV and making comments or changes directly on the CV, complete the revising and editing sheet and return it to the learner.

Simply enter the amount of corrections required in the editing form. For example:

- If you find 4 punctuation errors, mark '4' in the punctuation box.
- If 3 spelling errors, mark '3' in the spelling box.

The learner then knows the type and quantity of corrections required and is able to search the document and make the changes. This means the learner is engaged and doing the majority of the work but has clear guidelines.



The form is titled "Revising and Editing Sheet" and includes the following sections:

- Surface-level editing** (indicated by a horizontal line):
 - Punctuation (full stops, capital letters, commas, bullet points)
 - Spelling
 - Sentence structure (grammar and meaningful sentences)
 - Vocabulary (words and phrases)
 - Presentation (text formatting, tabs, margins, headings)
- Deep-level feedback** (indicated by a horizontal line):
 - Layout**: A large empty rectangular box for input.
 - Design**: A large empty rectangular box for input.
 - Alignment with targeted job**: A large empty rectangular box for input.

Fig 1. Revising and Editing Sheet

Section 2: Deep-level feedback

The second section of the revising and editing sheet facilitates more deep-level feedback regarding layout, design and alignment with the targeted job.

Layout

This is the structure, order and flow of the CV. For example, the learner may utilise a design that presents the learners' academic achievements first (such as Level 1 qualifications or Unit Standards), then work experience and, lastly, a personal profile. Feedback to the learner might suggest that placing the profile first, followed by work experience, and then academic achievement, may be more effective, as it creates a more positive impression on the reader.

Design

This is the 'look' of the CV in regards to the style, colour, fonts, headings and overall presentation. A good CV looks 'clean' and yet ought to be distinguishable from other, more generic CVs. The learner's target industry will play an important role in this feedback.

Alignment with targeted job

This feedback relates to the CV's resonance with the advertised job. Feedback may relate to the relevance of some information and may include emphasising important aspects while minimising or eliminating others. For example, if the learner is seeking a retail position, space might be better dedicated to expanding on the experience and skills developed while interacting with customers while volunteering at a shop, rather than referring to a role that reflects little of the desired skills.

A full description of the teaching and learning sequence can be found in the resource [Revising and editing](#)



Fig 2. Revising and editing

Revising and Editing Sheet

Surface-level editing

- Punctuation (full stops, capital letters, commas, bullet points)
- Spelling
- Sentence structure (grammar and meaningful sentences)
- Vocabulary (words and phrases)
- Presentation (text formatting, tabs, margins, headings)

Deep-level feedback

Layout

Design

Alignment with targeted job